

FREEDOM OF INFORMATION DOCUMENTATION

SECTION I - INITIAL REQUEST

Name of Requestor	Date of Request	Date Received by FOIA Officer	Reply Due
Subject	Date Signed	Denied <input type="checkbox"/> Yes (Complete Section II) <input type="checkbox"/> No	Responsible Staff

SECTION II - INITIAL DENIAL

Name of Denying Official	Title	Denial Date
Date Letter Received	Exemption No(s). Relied On ¹	Fee Waiver Amount \$ _____ Search \$ _____ Copying <input type="checkbox"/> None

SECTION III - APPEAL (NHQ USE ONLY)

Name of Appellant	Date of Appeal	Responsible Staff	Date Received
Date Signed	Reply Due	Type of Action <input type="checkbox"/> Granted in full <input type="checkbox"/> Denied in full <input type="checkbox"/> Denied in part	
Exemption No(s). Relied On ¹	Response Signed By	Title	

Explain Amount and Reason for Fee Waiver

SECTION IV - FEES CHARGED

Search (\$)	Copying (\$)
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Remarks

¹ Other than fee waiver